

FALL 2006

Algebra 1/Mathematics for the Technologies 2
English 1
Physical Science
United States History and the Constitution

District Test Coordinator's Supplement

STATE ASSESSMENT SYSTEM SDE-12-0001

South Carolina Department of Education
2006

SC EOCEP FALL 2006 SCHEDULE

Date	Activity
At least two weeks before testing:	District Test Coordinator (DTC) receives materials in district office.
Within 24 hours of receipt of materials:	DTC faxes Materials Receipt Acknowledgement Form to Pearson Educational Measurement (PEM).
At least one week before district's testing window:	DTC trains all School Test Coordinators (STCs).
At least one week before district's testing window:	STCs receive test materials for schools.
Within 24 hours of receipt of materials by STC:	STC notifies DTC of any missing test materials.
No later than two business days before testing:	DTC notifies PEM of any missing test materials.
Within three days after testing:	DTC returns scorable materials, including make-up tests, to PEM (up to five shipments per district permitted).
Within three days after testing:	DTC returns all nonscorable test materials to PEM in one shipment.

Contacts

If you have any administration questions, contact Nicole Amador of the American Institutes for Research between 7:30 A.M. and 4:00 P.M. eastern time at 888-321-5088.

If you have any questions about the test materials or the return of scorable materials, contact Pearson Educational Measurement (PEM) between 7:00 A.M. and 6:30 P.M. eastern time at 800-627-7990, state code 841.

If you have policy questions (e.g., test security, calculator use), contact Lane Peeler of the State Department of Education (SDE) at 803-734-8282.

Table of Contents

Sequence of Events	ii
Using This Supplement	1
Scheduling the Test	1
Signing the Test Security Agreement	1
Receiving Test Materials	1
Verifying the District Shipment	2
Distributing School Shipments	4
Training School Test Coordinators	4
Ordering Additional Test Materials	5
Returning Test Materials	5
Scorable Materials	5
Nonscorable Materials	6

FORMS:

EOCEP District Security Checklist

Additional Materials Request Form

Comment Sheet

Sequence of Events

The following list chronicles events in the order they should occur throughout the administration process.

- _____ DTC selects the testing window and notifies STCs.
- _____ STCs publicize the testing window.
- _____ DTC and STCs ensure that schools have secure storage space, adequate testing rooms, and sufficient staff.
- _____ DTC receives materials for district and schools.
- _____ DTC signs test security agreement.
- _____ DTC verifies receipt of shipment and faxes Materials Receipt Acknowledgement Form to Pearson Educational Measurement (PEM) within 24 hours.
- _____ DTC verifies only district overage materials and notifies PEM if any materials are missing.
- _____ DTC instructs STCs to sign test security agreements.
- _____ DTC trains STCs.
- _____ DTC distributes school boxes to STCs.
- _____ STCs receive and verify materials.
- _____ STCs notify DTC of any missing materials from school shipments.
- _____ DTC notifies PEM of any missing school materials.
- _____ STCs store materials in secure location when not in use.
- _____ STCs instruct test administrators (TAs) to sign test security agreements.
- _____ STCs train TAs and monitors and distribute manuals.
- _____ STCs compile class packets.
- _____ STCs distribute class packets to TAs on testing day.
- _____ TAs initial security checklists and receive materials.
- _____ TAs administer tests to students on testing day.
- _____ DTC and STCs oversee test administration, maintain test security, complete Testing Irregularity Forms (if needed), and answer questions.
- _____ TAs collect and count materials after testing and before dismissing students.
- _____ TAs return materials and make-up rosters to STCs immediately after testing.
- _____ TAs initial security checklists for return of materials.
- _____ STCs collect and account for all materials.
- _____ TAs receive materials and initial the security checklists on testing day.
- _____ TAs administer make-up tests.
- _____ TAs collect and count all make-up materials after testing and before dismissing students.
- _____ TAs initial the security checklists immediately after testing.
- _____ STCs return scorable materials to DTC.
- _____ DTC schedules return of scorable materials to PEM (up to five shipments allowed per district).
- _____ STCs return nonscorable materials to DTC.
- _____ DTC takes inventory of all school shipments and returns nonscorable materials to PEM.

USING THIS SUPPLEMENT

This supplement includes information that District Test Coordinators (DTCs) must have for the administration of the South Carolina End-of-Course Examination Program (EOCEP). Only the procedures specific to DTCs are in this document.

Before you begin preparations for testing, carefully read this *District Test Coordinator's Supplement* and the *Test Administration Manual*. Make sure that you understand all the tasks that need to be performed. If you have any questions, refer to the contacts and phone numbers on the inside front cover of this booklet.

SCHEDULING THE TEST

Each DTC is responsible for identifying the district-level testing window and for notifying the School Test Coordinators (STCs) of the testing schedule. The district must administer all four EOCEP tests—Algebra 1/Mathematics for the Technologies 2, English 1, Physical Science, and United States History and the Constitution (USHC)—as described below.

For paper/pencil testing: DTCs must select a testing window of five consecutive working days. The first day of the window need not be on a Monday. DTCs must select the following five consecutive working days for make-up testing. This “core testing period” is ten days in duration.

For online testing: In addition to the requirements above, districts may select an extension of five additional days that may come directly before, directly after, or some days before and some days after the core testing period. This core testing period and its extension is fifteen days in duration.

You may choose to have all of your district's schools administer a subject test on a single designated day, or you may allow them to test on any day within your district's five-day testing window.

SIGNING THE TEST SECURITY AGREEMENT

Before handling materials, all DTCs must have a signed test security agreement form on file in the district office for the current school year. There are two versions of the security agreement. The first version is for DTCs, STCs, and Test Administrators (TAs) to read and sign. The second version is for all other persons who have access to secure materials to read and sign. Please make sure that each person signs the appropriate version of the security agreement **before testing begins**.

RECEIVING TEST MATERIALS

You will receive the test materials shipment for the district at least two weeks before testing. The shipment will contain two types of test materials: the district overage materials and the test materials for all participating schools in the district. The district overage shipment will be packed in white boxes to make them easy for you to identify. When you receive the materials, verify that the number of boxes

you receive matches the number of boxes shown as shipped on the bill of lading. If a box is missing, contact PEM immediately at 800-627-7990, state code 841. Within 24 hours of receiving your district's materials, complete and fax to PEM the Materials Receipt Acknowledgement Form, which will be in the first district overage box.

School shipments are boxed individually. Each school's shipment will be labeled with the number of boxes shipped (e.g., Box 1 of 2, Box 2 of 2) for that school. **DTCs are not expected to open and take inventory of the school boxes.** STCs will verify the contents of their school's shipments.

VERIFYING THE DISTRICT SHIPMENT

Use the district overage to fill any requests for additional materials from your STCs. The district overage shipment will contain the following materials:

- test security agreements;
- Materials Receipt Acknowledgement Form;
- Additional Materials Request Form;
- *District Test Coordinator's Supplement*;
- *Test Administration Manual*;
- District Security Checklist;
- School/Class Header Sheets;
- test booklets in shrink-wrapped packets;
- answer documents;
- six-inch card-stock rulers;
- paper bands;
- return-shipping materials;
- "Do Not Score" labels; and
- copies of all school packing lists, which DTCs receive for reference in case STCs have questions about the materials they receive.

Open the district overage shipment and take inventory of the contents as follows:

1. Place a check mark beside each item on the district packing list to verify that the types and quantities of materials received match those printed on the packing list.
2. Check that the Security Number Range printed on the packing list matches the Security Number Range of the booklets received. **Do not open the shrink-wrapped packets at this time.** Read the security numbers of the first and last booklets in the packets, and then count the booklet spines in each shrink-wrapped packet to verify quantities.

EOCEP DISTRICT SECURITY CHECKLIST

District Name: _____

DTC Name: _____

The District Test Coordinator (DTC) and School Test Coordinator (STC) must initial the "Sign Out" column when the STC receives his or her materials.

When secure materials are packaged for return, the DTC and any other person who assists in the packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

Secure Test Materials:

Security Number	School Name	Sign Out		Packaged for Return	
		STC Initials	DTC Initials		
2720036	Thornton	KT	BD		
2720037					
2720038					
2720039					
2720040					
2720041					
2720042	↓	↓	↓		
2720043	Thornton	KT	BD		

- If you find any discrepancy between the packing list and the booklets received—if the shipment appears incomplete in any way or if a booklet is missing—immediately notify PEM at 800-627-7990, state code 841. Record the security number(s) of the missing booklet(s) and an explanation of the discrepancy on the District Security Checklist.
- Do not open the shrink-wrapped packets in your district overage shipment unless you need to fulfill a school's request for extra materials.** If you need to distribute extra booklets to a school, use the District Security Checklist to indicate the assignment of these booklets to the school, as shown in the diagram above.
- Store all test materials in a secure, locked location until you distribute them to schools prior to testing or until you return them to PEM.
- Keep the original shipping box(es) for returning materials to PEM.
- Request additional materials as soon as possible to allow them to arrive in time for testing.

DISTRIBUTING SCHOOL SHIPMENTS

Prior to receiving their materials, STCs should sign a test security agreement form if they do not have one on file at the district office for the current school year. There are two versions of the security agreement. The first version is for DTCs, STCs, and TAs to read and sign. The second version is for all other persons who have access to secure materials to read and sign. Please make sure that each person signs the appropriate version of the security agreement **before testing begins**. Copies of the forms are in the district shipment. Security agreements must be maintained in the district office and be provided to the State Department of Education (SDE) if a breach of security occurs.

The DTC must train STCs and may distribute school materials during the STC training session; however, the DTC must distribute materials to STCs at least one week before testing. STCs must schedule training sessions for TAs and will need the *Test Administration Manual* for training.

TRAINING SCHOOL TEST COORDINATORS

During training, refer STCs to the *Test Administration Manual*, which contains information for STCs and TAs. Pay particular attention to the topics listed below:

- the district testing window(s) and make-up schedule;
- the students who will be tested, including special student groups (e.g., limited English proficient students; homebound and home-based instruction students, home school students, suspended students, students with disabilities);
- test security and the procedures described in the *Test Administration Manual* (i.e., completing test security agreement forms and School Security Checklists, and accounting for materials);
- the importance of using systematic procedures for distributing and collecting all test materials to ensure that materials will not be misplaced;
- training TAs and monitors, including those responsible for customized administrations;
- the calculator use policy and the requirement to clear the memories of all calculators used for the Algebra 1/Mathematics for the Technologies 2, and Physical Science tests both before and after testing;
- providing appropriate testing environments;
- handling disruptions during testing; and
- returning materials to the district.

ORDERING ADDITIONAL TEST MATERIALS

Only DTCs may order or receive additional materials from PEM.

1. Enter your additional orders by means of the SchoolHouse Web site.
2. Place orders **no later than** two days before testing to ensure delivery.
3. Alternatively, complete all information on the Additional Materials Request Form, which is in the “Forms” section of this supplement.
4. Fax the form to 877-309-2416, or phone your order to 800-627-7990, state code 841.

RETURNING TEST MATERIALS

When returning materials to the DTC, STCs are advised in the *Test Administration Manual* to give the DTC a copy of the School Security Checklist. The DTC must retain these forms in the district security files.

Arrange for a pick up of all scorable materials for return to PEM within three business days after testing. To track shipments, go to the carrier’s Web site and follow the directions there. Please arrange for the following materials to be discarded or recycled **unless** they contain content written by a student, in which case you must return the materials with your nonscorable shipment:

- *District Test Coordinator’s Supplement*;
- *Test Administration Manual* (excluding secure Oral and Signed Administration Scripts, which must be returned after testing);
- card-stock rulers;
- unused graph paper;
- Physical Science reference sheets;
- Algebra 1/Mathematics for the Technologies 2 reference sheets; and
- extra “Do Not Score” labels.

Scorable Materials

Because scores need to be reported back to the schools quickly for inclusion in course grades, a rapid scoring and reporting process has been implemented. Districts may choose to return scorable materials to PEM as they arrive from schools (by class). You may return **scorable materials** in as many as five separate shipments. For example, if there is make-up testing, you may wish to return the regular scorable materials first, followed by a separate shipment of the make-up scorable materials.

1. For each shipment of scorable materials, count the number of scorable materials envelopes or boxes being returned, and number them sequentially (e.g., Box 1 of 2, Box 2 of 2).
2. Scorable materials are to be shipped to PEM by an overnight carrier. Instructions for overnight shipping will be in the district overage box.

Nonscorable Materials

1. After receiving all nonscorable materials from the schools, combine the district overage nonscorable boxes with the nonscorable boxes from the schools.
2. Count the total number of boxes of nonscorable materials and number them in sequential order in the designated area on the nonscorable return label (e.g., Box 1 of 2, Box 2 of 2).
3. Nonscorable materials will be picked up by ground transportation. Follow the procedures in the district overage box for scheduling a pick up for nonscorable materials.

FORMS

EOCEP

DISTRICT SECURITY CHECKLIST

District Name: _____

DTC Name: _____

The District Test Coordinator (DTC) and School Test Coordinator (STC) must initial the "Sign Out" column when the STC receives his or her materials.

When secure materials are packaged for return, the DTC and any other person who assists in the packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

Secure Test Materials:

[illegible]

Secure Test Materials:

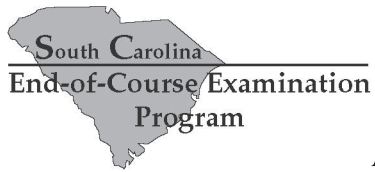
[illegible]

Comments:

Security Statement:

I certify that I followed and that I instructed all persons in my district who have access to secure materials to follow the Test Security Legislation, Regulations, and Procedures and that the secure test materials shown on this Security Checklist have been packaged for return, as outlined in the District Test Coordinator's Supplement and Test Administration Manual.

Date: _____ DTC Signature: _____



Additional Materials Request Form

Only District Test Coordinators (DTCs) may order additional materials from Pearson Educational Measurement (PEM). Place orders at least two business days before the test is scheduled to be administered. All test materials will be shipped to **district** offices only.

To order test materials, transmit this completed form to PEM via toll-free fax 877-309-2416 or call 800-627-7990, state code 841.

Date: _____ DTC Name: _____

District Name: _____ BEDS Code: _____

Phone #: _____ Fax #: _____

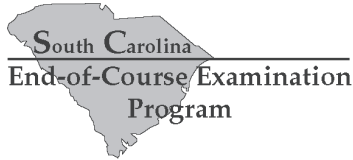
Item Name	Quantity
DTC Supplement	
Test Administration Manual	
Do Not Score Labels	48 per sheet – order number of sheets needed
School/Class Headers	
6-inch Card Stock Rulers	20 per pack – order number of packs needed
Other (specify)	

Item Name	Algebra 1/ Math for Tech 2	English 1	Physical Science	USHC
Form A				
Test Booklets				
Answer Documents				
Form C				
Braille Booklets*				
Large-Print Booklets**				
Loose-Leaf Booklets**				
Oral Administration*				
Sign Language Administration*				
Oral Script				
Audiotape				
Signed Videotape – ASL				
Signed Videotape – PSE				

* Includes a print Form C Test Booklet and a Form C Answer Document

** Includes a Form C Answer Document

DTC Signature: _____



Optional
Name: _____
District/School: _____
Date: _____
Phone/e-mail: _____

Subject Tested: _____

Comment Sheet (Optional)

We welcome your ideas and suggestions for improving the test administration procedures and manuals. If you have comments, please make them on this sheet, remove it from the manual, and return it in your shipment of nonscorable test materials.

RECEIPT AND RETURN OF MATERIALS

TEST ADMINISTRATION DIRECTIONS/MANUALS

Please complete reverse side.

TRAINING RECEIVED

TEST SECURITY/SECURITY CHECKLISTS

CODING ANSWER DOCUMENTS AND USING LABELS

The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, gender or handicap in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Director of Office of Human Resources, 1429 Senate Street, Columbia, SC 29201, (803) 734-8781.